



الجامعة العربية المفتوحة
Arab Open University

STUDENT GUIDE

2020 - 2021

Dear student



Welcome to Arab open university which will take you towards the future you are looking for and seek to reach in order to develop yourself and achieve your ambitions. To help you with this, this manual has been prepared to help you through your university studies, and we have made sure that the laws, regulations and instructions that serve you in your daily dealings are readily and easily included.

Your reading of this manual answers many of the questions that may arise in your minds about your college life, and helps you to avoid the many mistakes that may have adversely affected your educational achievement.

In conclusion, the University praises you for joining its family, and wishes you a college life full of prosperity and achievements.

Head of Admissions and Registration Department

Majdi Maraqa

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The Academic System

AOU adopts the system of blended learning which is based on three aspects:

1. face to face learning tutorials.
2. E-learning.
3. Self –learning.

Academic Plans

Academic plans adopt the system of credit hours

- To earn a BA degree in any program, students need to finish a minimum 132 credit hours
- To earn an MA degree in any program, students need to finish a minimum of 33 credit hours.
- MA courses incorporate two tracks:
 - **First track:** thesis track which includes academic courses and a thesis that equals minimum 6 credit hours
 - **Second track:** comprehensive test that includes academic courses after which the student takes a comprehensive test provided that his-her GPA is not less than 3.

Academic Year

- The academic year consists of two semesters, each of which consists of 16 weeks including the period of the final exams.
- AOU allows optional registration for the summer course which consist of 8 weeks including the period of the final exams.
- The start and end of the academic year, semesters and examination period are set according to the university calendar approved by the university board.

Admission & registration procedures

- **Admission**
 - i. To join a BA program, a student must:
 - Obtain a high school degree (tawgihi) or its equivalent
 - Fulfill the requirements of the Ministry of Higher Education and Scientific Research and any other university requirements
 - The university is allowed to admit students in specific courses and conditions as a part of private learning

- ii. To join an MA program, a student must:
- Present a BA certificate or its equivalent from a university acknowledge by local accreditation.
 - Fulfill requirements of the Ministry of Higher Education and Scientific Research and any other university requirements
- **Admission Documents**

	Type of document	BA	Higher Diploma	MA
▶	Transcript of Tawgihi marks or a certified copy	√	√	√
▶	Certified copy of civil identity card for Jordanian students and a certified copy of passport for non-Jordanian students	√	√	√
▶	An English birth certificate or a copy of the passport	√	√	√
▶	A delayed conscription document for males (military service)	√	√	√
▶	Two personal photos	√	√	√
▶	Certified copy of the comprehensive exam for students admitted through the bridging program	√		
▶	Certified copy of college marks transcript for students admitted through the bridging program	√		
▶	Certified copy of university marks transcript for students transferring from other universities	√		
▶	Course description from an accredited university or college for students seeking an equivalence of courses they already covered	√		√
▶	Certified BA certificate and original or copy of transcript		√	√
▶	English test			√

- Documents are non-refundable.

Language Proficiency Test

1. All BA freshmen students take a language proficiency test both in Arabic and English
2. Non-native speakers of Arabic are exempted from taking the language proficiency test in Arabic
3. A 'CR' is recorded for a student exempted from taking courses due to his/her performance in the proficiency test and the credit hours of these course are not calculated in the GPA.

- English Language

Students are exempted from taking the proficiency test and some prerequisites if they score the following marks in the TOFEL or IELTS within a two years' period of taking the test:

Student is exempted from the course	IELTS	Paper Based	Computer Based (CBT)	Internet Based (IBT)	LEVEL
EL097	3	397	93	30	EL097
EL098	4	437	123	41	EL098
EL099	4.5	477	153	53	EL099
EL111	5.5	513	183	65	EL111
EL112 Exempted from English basement test	6.5	550	213	79	EL112

- Arabic Language

A student is exempted from studying the Arabic course according to his/her score in the Arabic language proficiency test according to the following levels:

Student's score in English basement test	Student is exempted from the course
From 0-74	No exemption
75 and above	AR113

Duration of Study

- Bachelor's Degree

The maximum number of semesters for obtaining the BA degree is 24 (12 years) in accordance with the requirements of local accreditation.

- Master's Program

The minimum number of semesters for obtaining an MA degree is 3 and the maximum is 8 (4 years) excluding the summer course.

University Fees

○ Tuition Fees

i. Bachelor's Degree

	Program	Fees in Jordanian Dinar/one credit hour
▶	BA /English Language and Literature	39.05
▶	BA/ Business Studies	42.60
▶	BSc/ Information Technology & Computing	42.60
▶	BA / Media and Journalism	49.70
▶	BSc/Technology of Multimedia and Graphic	53.25
▶	BA /Accounting	49.70
▶	BA /Elementary Education	34.08
▶	BA /Special Education/ Learning Difficulties	34.08

i. Master's Programs

	Program	Fees in Jordanian Dinar/one credit hour
▶	Higher Diploma in Education	49.70
▶	MA Educational Technology	106.50
▶	MA English Literature	124.25
▶	MA Business Administration	142
▶	MA Accounting	100

○ Other Fees

	Types of fee	BA	Higher Diploma	MA
▶	Admission fees (paid once- non-refundable)	21.30	21.30	35.50
▶	English Proficiency Test fees (non-refundable)	10.65		
▶	Arabic Proficiency Test fees (non-refundable)	10.65		
▶	Semester registration fees	56.80	106.50	177.50
▶	Student fund fees	3.55	3.55	3.55
▶	Academic Packages (materials)	14.20	14.20	14.20
▶	In addition to the above fees, teaching materials are required by the university to be purchased from the university and vary from rapporteur to rapporteur			

Academic Packages

- The university provides the academic packages for students which includes all the teaching materials, printed and electronic.

Registration and Academic Load

- Academic Load

Academic Degree	Semester	Category	Minimum	Maximum
Bachelor's Degree	First and Second Semesters	Unwarned students	(8) credit hours (6)* credit hours	(21) credit hours (24) credit hours
		warned Students***		(16) credit hours
	Summer semester	all students	(3) credited hours	(12) credit hours (16) credit hours
Master's Degree		all students	(3) credit hours	(12) credit hours

* Approval of university chair

** For students expected to graduate and with approval of university chair

*** A warned student has a GPA of less than 2.00

- **Registration**

i. **Registration in the Academic Plan**

- A student must register courses according to the academic plan set by the deanship of the specific specialization
- A student cannot register any course before taking and passing its prerequisite or scoring in the continuous assessment and final exam 30 out of 100 from the total mark
- A graduating student may register the course and its prerequisite simultaneously
- To complete the minimum load in a certain semester accompanied with the recommendation of the academic program coordinator, the director may permit the registration of a course and its prerequisite simultaneously

ii. **Registration outside the Academic Plan**

- A student is allowed to register in any course offered by the university outside the academic plan offered by his/her program as long as it is not calculated within the credit hours or the GPA

iii. **Registration in another Branch**

In accordance with the regulations of local accreditation in both branches:

- A student registered in any of the university branches may study courses in his/her academic plan in another branch with the approval of two branch directors
- The courses are registered and the tuition is paid to the host branch.

Withdrawal & Addition

i. Bachelor's Degree

- Within the withdrawal and addition period set by the academic calendar, a student is allowed to withdraw or add courses within the academic plan as long as it is not contradicting with the minimum and maximum academic load
- A student may withdraw a course or more during the academic semester until a week before the final exams
- A student is allowed to withdraw all the courses in a certain semester until a week before the final exams and if the drop is approved by the management, the student is considered a deferral of study and the enrollment is suspended.

i. Master's Degree

- A student is allowed to withdraw a course during the academic semester until a week before the final exams. A W (withdraw) mark is registered for him/her according to the regulations of withdrawal.

ii. Financial Regulations of Withdrawal (BA & MA)

- Withdrawal and addition are subject to the financial regulations of the university as approved by the director according to the following table:

#	Withdrawal	Percentage of returned tuition	Degree in Academic Register
1.	Before the start of studying and during the withdrawal and addition period	100% (full fees)	Not registered
2.	After the withdrawal and addition period	0% of the fees	W (withdrawal)

- In summer courses

- Addition:

1. A student is allowed to add courses in the first three days of the first week of the semester
2. The university is allowed to extend the addition period to a week provided it informs the vice president of the academic affairs.

- Withdrawal:

1. The student has the right to withdraw from a course within the first six weeks of the beginning of the term, while taking into consideration the following regarding the tuition fees:

#	Withdrawal	Percentage of Fees Refunded	Grade in Academic Record
1.	Before the tutorials commence, During the add and drop week	100% (Full course refund)	Not registered
2.	After the add and drop period	0% (None is refundable)	W (withdrawal)

2. The student is not allowed to withdraw from any of the courses, after the end of week 6.

Course Equivalency

Subject to the conditions of the accreditation of each branch, the following procedures summarize the basics for course equivalence requirements at the Arab Open University within the period of time specified by the academic registrar:

	Bachelor's Degree	Master's Degree
The right of admission	Freshman—during the first two terms of the student's acceptance at the university	Following branch regulations and the accreditation of the local branch
General Conditions for Equivalency	<ul style="list-style-type: none"> - Finish the required course for equivalency in an accredited high education institution and certified by concerned entities in the country in question. - Courses accredited for equivalency might be equal or less of the credited numbers of hours for the courses offered by AOU. - The content of the course that needs equivalency is similar within 70% of the content of the courses covered in another university or college 	<ul style="list-style-type: none"> - The student is allowed to apply for equivalency for courses which he/she studied within the postgraduate program before his/her enrollment to AOU from an accredited high education institution at the local branch.
Which courses can be accredited equivalency?	Any course except for those based on the OU in the UK which are usually those of the 5 th and 6 th levels.	
GPA for admission	Passing the course intended for equivalency with a passing mark (C) or its equivalence.	A GPA of no less than (3.0) from the scale out of (4.0) or its equivalent
The validity of a course equivalency		Not exceeding the period of 5 years
Maximum hours allowed for equivalency	The maximum number of credited hours should not exceed 64 hours.	As an exception, it is allowed to have an equivalency of no more than 9 hours of courses which are taught at the M.A. level, on the condition that the course content and level is similar to those offered in a similar program.

- The word (equivalency) (T) appears next to the courses which are approved for equivalency on the first page of the student's university report card.
- None of the points of the equivalent courses will be counted, hence, they won't be included within the term average or the GPA. However, the hours accredited within the number of hours completed within a program.

Tutorial meetings and attendance

i. Bachelor's Degree

Subject to the requirements of the private, local accreditation conditions in each of the university's branches, the following needs to be taken into consideration:

1. The minimum requirement of hours intended for direct tutorial meetings and attendance should be no less than 4 meetings for each credited hours of each course.

(1) Credit hour = 4 tutorial meetings at least per term

2. It is allowed to increase the number of meeting hours in some courses based on the demands of these courses within a percentage that is specified by the Deanship or the Branches for meeting the local accreditation requirements.
3. The student's regular attendance of tutorial meetings is considered obligatory for registered courses.
4. The percentage of absence should not exceed (25%) of the number of tutorial meetings according to the university calendar. A student can fail a course if he/she exceeds the number of absences allowed.

ii. Master's Degree

Tutorial meetings are arranged according to the university regulations prepared for that purpose, and in accordance to the requirements of the specific academic program whether accredited locally or internationally.

Suspension of Study

i. Bachelor's Degree

- A student registered in his/her study program and is not a fresh comer to the university is allowed to defer his/her studies within maximum two-weeks period from the beginning of the academic term.
- The deferral study period will normally be granted for a maximum of Six academic terms, whether consecutive or intermittent.
- The deferral period won't be counted out of the maximum period allowed as a condition for graduation requirements.

ii. Master's Degree

- A student is allowed to defer his/her studies within a two-weeks period from the beginning of the academic term.
- The deferral study period will normally be granted for a maximum of two academic terms, whether consecutive or intermittent.
- The deferral period won't be counted out of the maximum period allowed as a condition for graduation for an M.A. degree.

Interruption of Study

The following are applicable to both the B.A. and the M.A. degrees:

- A student is considered temporarily interrupted from his/her studies if he/she does not register in any of the courses during an academic term.
- The interrupted term will be counted as part of the study period allowed for the student unless he/she presents a compelling excuse to the university director. Once this excuse is approved, the term will be considered interrupted without conflicting with the period allowed to complete the study program.
- A student is not allowed to exceed a period of three interrupted terms; whether consecutive or intermittent.

Enrollment Cancellation

- The following are the conditions through which a student's enrollment will be cancelled:
 - a) When a personal application is presented to withdraw from a study program at the university.
 - b) If the student does not register in the first academic term to his/her enrollment of university.
 - c) If his/her study is interrupted for 3 terms at the B.A. level.
 - d) If the study is deferred or enrollment is cancelled for 6 academic terms, whether consecutive or intermittent at the B.A. level.
 - e) If expelled from university.
- If the enrollment is cancelled, a student is allowed to re-enroll again. This, however, is subjected to the rules and regulations of the university and the student's status and period of deferral.

Full cancellation from university

The following points are applicable to all university degrees:

- a) Full cancellation of enrollment after the student personally submits an official request to the university.
- b) The refund of tuition fees only applies to the academic term at the student of the student's withdrawal, as follows in the table below:

1. Full withdrawal from university during term one and/or two:

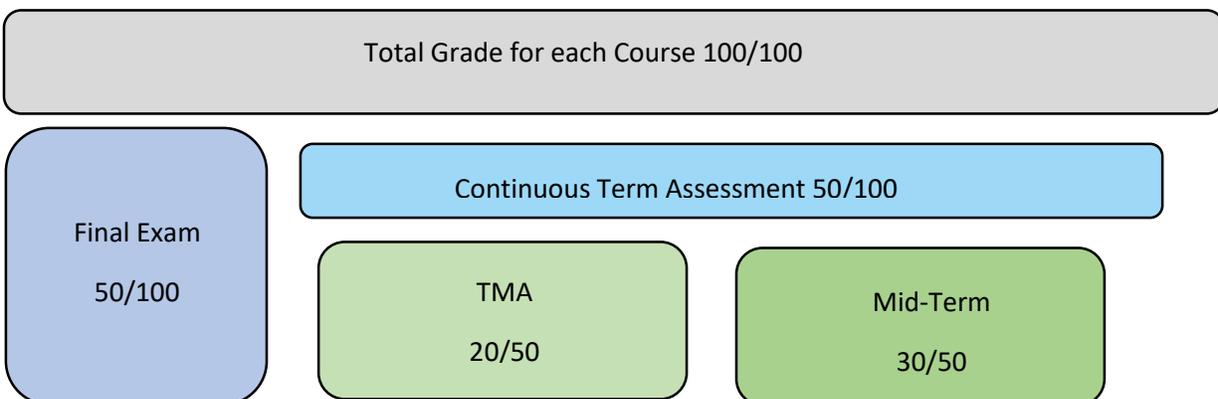
#	Withdrawal Period	Percentage of Refunded Tuition Fees
1.	Before the commencing of the tutorials	85% from registered credit hours
2.	1 st week of tutorials	50% of registered credit hours
3.	After the 1 st week (first day of 2 nd week)	0% (none is refunded)

2. Full withdrawal from university during summer term:

#	Withdrawal Period	Percentage of Refunded Tuition Fees
1.	Before the commencing of the tutorials	85% from registered credit hours
2.	During the First 3 days of the 1 st week of tutorials	50% of registered credit hours
3.	Starting from the 4 th day of 1 st week	0% (none is refunded)

Assessments, Exams and Results

The following system is standardized at the B.A. level. As for the M.A. grade distribution, this will be subjected to the course of study.



- Any course can be excluded from the grades distribution above, depending on the nature of the course.
- Assignments, mid-term exams and final exams should be unified.
- The Deanship can run more than one mid-term session during one academic term.
- The mid-term exams and the finals are held on the same time and date across all the university branches. Exceptions to this rule can be made only when necessary.
- A student scoring less than 15/50 during the continuous term assessment will be denied entry to the final exam for the course.

Assessment Absences

The following are applicable to all university degrees

Assessment Type	Maximum period to submit an excuse	Procedures once the excuse is accepted	Procedures if an excuse is not submitted or rejected
Mid-Term	- A week period from the day of exam	- A make-up exam will be held during the term for the rescheduled mid-term exams.	- A zero mark in the exam
Final Exam	- A week period from the day of the exam	- The postponed mark (I) is counted in case the student gets the passing mark in the continuous term assessment. - The incomplete final exam should be taken at the nearest term.	- A zero mark and failing the course

- The credited course hours will not be counted as part of the term average and the GPA for the student before completing the total course grades.

- If the student does not sit for the ‘incomplete exam’ at the first session held, the incomplete status (I) will be replaced by (F) on the student’s academic record.

Taking exams at another branch

1. Submit an application form (Mid- term/ Final).
 2. Approval of the student’s branch director.
 3. Approval of the host branch director.
 4. Paying fees.
- Applications have to be submitted no later than a week prior to exams.
 - Exams will be corrected at the student’s original branch.

AOU Grades System

i. Bachelor’s Degree

- The AOU grade system shall be as follows:

Grade	A	B+	B	C+	C	D	F
POINTS	4.00	3.50	3.00	2.50	2.00	1.50	0.0

- Grade (D) is the minimum passing grade for all courses.

- A student shall fail the courses in the following cases:

#	Fail	Reason	Grade
1.	failing the continuous assessment.	Total in the continuous assessment is less than 30%	FC
2.	Failing because of absence	Not attending final exam without an approved excuse	FA
3.	Failing the final exam	Total in the final exam is less than 40%	FF
4.	Fail	Total in the continuous assessment and final exam is less than 50%	F

- The Failed course grade shall be recorded in the student’s GPA and semester average in case of the above-mentioned cases.

ii. Master's Degree

- The AOU grade system shall be as follows:

Grade	A	B+	B	C+	C	D	F
POINTS	4.00	3.50	3.00	2.50	2.00	1.50	0.0

- Grade (C+) is the minimum passing grade for all MA courses.

- A student shall fail the courses in the following cases:

#	Fail	Reason	Grade
1.	failing the continuous assessment.	Total in the continuous assessment is less than 60%	FC
2.	Failing because of absence	Not attending final exam without an approved excuse	FA
3.	Failing the final exam	Total in the final exam is less than 60%	FF
4.	Fail	Total in the continuous assessment and final exam is less than 70%	F

Complaints and appeals

- Student may appeal for the score in any part of the assessment within the permitted period to the concerned committee in accordance with the bi-law of the AOU.
- Concerned Committees for Complaints and Appeals:
 - o Complaints Committee which shall consider the physical mistakes, if any, in the evaluation of the concerned student.
 - o Appeals Committee which shall reconsider the Complaints Committee.
- Students' Complaint Process shall be as follows:
 1. Week 1: opening door for complaints.
 2. Week 2: considering complaints by Complaints' Committee and recommending
 3. Week 3: Reopening door for appeals for the students who have already appealed.
 4. Week 4: considering complaints by Appeals' committee
 5. Week 5: Any modifications shall be submitted to HQ to be considered by Central Examinations Committee.

- Re-appealing will not be considered except for cases considered by the Appeals' Committee.
- The Branch Director shall issue a final decision based on Committees' recommendations and Central Examinations Committee decisions.
- All results shall be final and shall not be modified after exceeding one semester.

GPA and Merits

- Exempted courses "CR", equivalent "T" and incomplete "I" as well as any course out of your study plan are not counted in your GPAs.
- The GPA is rounded to the nearest two decimals.

i. Semester GPA:

- The calculation of the semester GPA includes all studied courses in this semester, passing or failing, according to the study plan.
- The semester GPA is the quotient of the total points for all courses studied in this semester and belong to the study plan- over the number of credits of these courses.

ii. Cumulative GPA:

- The cumulative GPA is the quotient of the total points for all courses studied -and belong to the study plan- over the number of credits of these courses.

iii. Merits:

- For local accreditations' reasons, the cumulative GPA limits may be adjusted, as long as it is not contradicting the university regulations and bylaws for all degrees' level.

- **Bachelor's Degree:**

The below table shows the GPA and its corresponding merits:

Cumulative GPA	(4.00 – 3.67)	(3.66 – 3.00)	(2.99 – 2.33)	(2.32 – 2.00)	Less than 2.00
Merit	Excellent	Very Good	Good	Pass	Fail

- **Master's Degree:**

The below table shows the GPA and its corresponding merits:

Cumulative GPA	(4.00 – 3.67)	(3.66 – 3.00)	(2.99 – 2.33)	(2.32 – 2.00)	Less than 2.00
Merit	Excellent	Very Good	Good	Pass	Fail

Academic Warning and dismissal

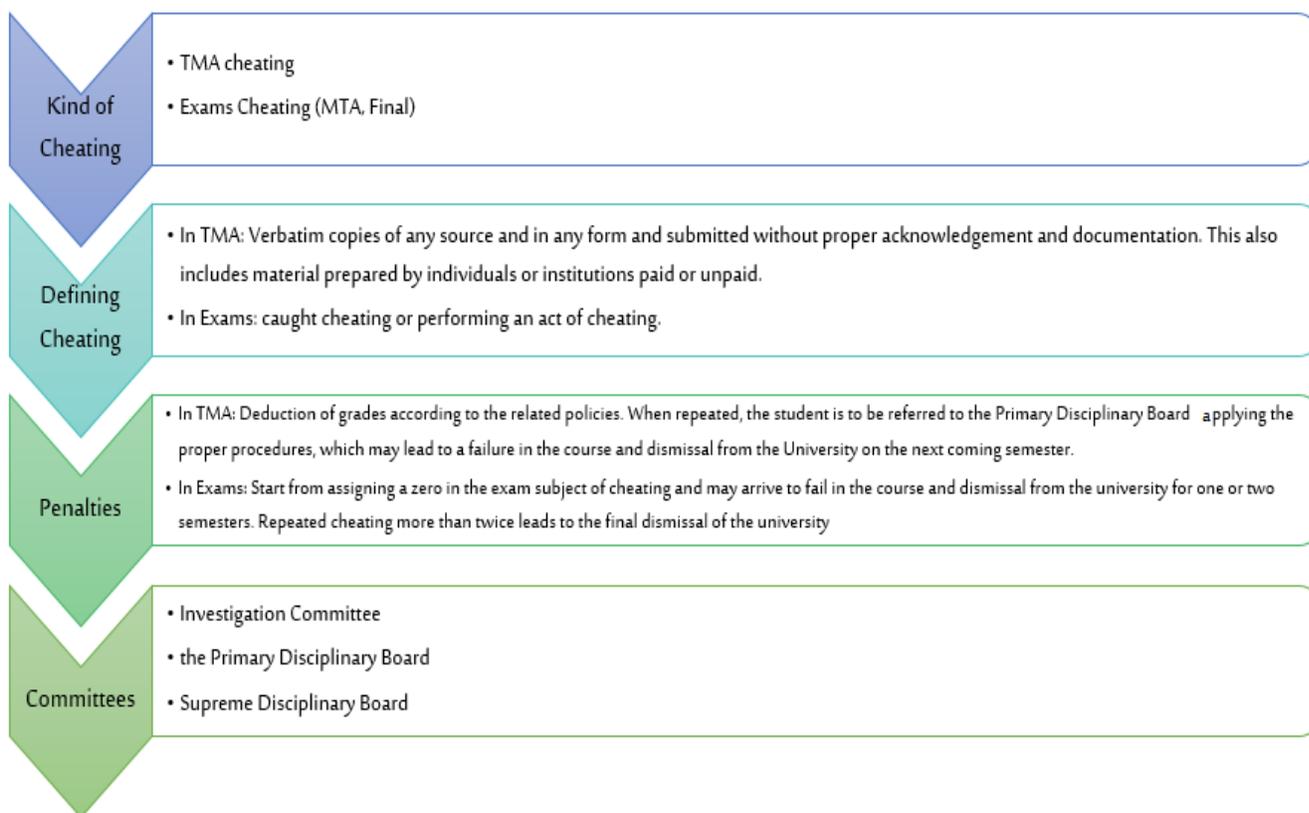
i. Bachelor's Degree

1. The academic warnings policy starts to apply if you achieved 12 credit hours and more.
2. If your cumulative GPA goes less than two points, an academic warning is registered in your records by the end of the semester except the summer semesters.
3. A university dismissal is given if your warnings reach five during five consecutive semesters except summer semester.
4. If you have accomplished (80) credits or more of your study plan, and regardless of the number of your warnings, you can't be dismissed for academic reasons. Instead, you will be transferred to the special study program (non-degree) staying under the effect of warnings until raising your GPA to the minimum required. This can apply only when you did not exceed the maximum study duration for bachelor's degree.
5. If you had an academic dismissal from a certain track (specialization), you are not entitled to apply for a new enrollment for the same track (specialization) from which you were dismissed.
6. If you had an academic dismissal, you may apply for a program different than the one you were dismissed from, or apply for any other track (specialization) within the program from which you were dismissed. You are allowed to submit a request to count the common courses between the two study plans and achieved previously, provided that your new cumulative GPA does not go below two points.

ii. Master's Degree

1. If your cumulative GPA is less than (2.67), an academic warning is registered in your records by the end of the semester except the summer semesters.
2. A university dismissal is given if your warnings reach three warnings during three consecutive semesters except summer semester.
3. If you have an academic dismissal from the university, you may re-apply for any of the university's programs, except for the program you were dismissed from.

Cheating, plagiarism and its penalties



Conditions for re-studying a course

i. Bachelor's Degree:

General Conditions for repetition:

- You may not repeat any course where you got a "B" grade and above, except when the repetition is to raise the cumulative GPA to the minimum required for graduation.
- You cannot repeat any OU-UK validated course falling in the 2nd and 3rd level where you got a "C" grade and above.

Repetition of an Elective Course	Repetition of an Obligatory Course	Repetition to raise the cumulative GPA to the level required for graduation
<ul style="list-style-type: none"> • If you failed an elective course, you may repeat the same course or any other elective course to complete the requirements of your study plan. • In case of passing the course, the repetition grade enters in your semester and cumulative GPA calculation. • In case of failure, the effect of the repetition shall be canceled from your cumulative GPA. 	<ul style="list-style-type: none"> • If you failed a compulsory course, it is required to repeat the same course to complete your study plan. • In case of passing the course, the repetition grade enters in your semester and cumulative GPA calculation. • In case of failure, the effect of the repetition shall be canceled from your cumulative GPA. 	<ul style="list-style-type: none"> • Any course's repetition is allowed within the General Conditions of repetitions. • Validated OU-UK courses from 2nd and 3rd level are available for repetition with cap by "C" grade condition for the repeated course. • Passing or failing, the new grade is counted in the cumulative GPA, whether it is higher or lower than the previous grade and the points earned the first time are canceled.

ii. Master's Degree:

General provisions for course repetition

A student may repeat any course in the study plan to raise his cumulative average to the required limit if his mark is less than (B). The new grade shall be entered into the cumulative average.

- Repeating an elective course

- A student who fails an elective course may repeat the same course, or any other elective course in order to complete the requirements of his study plan.
- In the event that the course is passed, it is calculated in his semester's and cumulative average.
- In the case of failure, the effect of the repeat course is canceled from the cumulative average, provided that the semester average for the semester in which he failed is not modified.

- **Repeating a compulsory course**

- A student who fails a compulsory course is required to repeat the same course to complete the study plan.
- In case the course is passed, its semester and cumulative average shall be calculated in the grade he obtained after repeating.
- In case of failure, the effect of the repeated course is canceled from the cumulative average, provided that the semester average for the semester in which he failed is not modified.

Transferring

- General procedures for transferring all degrees:
 1. Submit a transfer request during the semester at the specified times
 2. Pay the fees due, if there are any fees.
 3. Result of the request: the official notification of the result of the request
 4. Transferring after approval at the beginning of the next semester
- The branch has the right to add conditions or fees that it deems appropriate, in a way that does not conflict with the procedures followed at the University.
- The branch has the right to add the appropriate conditions to meet the conditions of the local accreditation.

It is permissible, in cases of necessity, to apply to transfer from one branch to another during the study in any semester, with an explanation of the reasons that necessitate this.

Transfer between tracks

After going through the general procedures for transfer and after approval, the courses are calculated according to the following:

- All courses mentioned in the academic record that are common between the track plan he is transferring from and the one he is transferring to, with their grades (pass and fail).
- Other courses - not shared between the two plans – that appear in the record and are not counted in the GPA (outside the plan).
- Compulsory courses in one track are considered elective courses in another track for the same programme.

Transfer between programmes

After going through the general procedures for transferring:

- Before approval:
 - Availability of vacancies in the programme according to the numbers that have been accepted, or that can be accommodated.
 - The student's high school average should not be less than the programme's acceptance rate when the student joins the study or upon submitting the application.
 - Availability of other academic qualifications required for the programme by the student upon submitting the application.
 - The student has passed any exams required by the programme he would like to transfer to.
 - Ensure that the programmes from which they are transferred do not fall into a critical situation.
- After approval, the courses are calculated according to the following:
 - All the courses mentioned in the student's academic record and that are common between the plan of the programme he is transferring from and the one he is transferring to, will be calculated with their grades (pass and fail).
 - Other courses (not shared between the two plans) appear in the student's record and are not counted in the cumulative average (outside the plan).

Transfer between branches

- Before approval, the competent committee considers the following:
 - That the student, upon submitting the transfer request, be registered in the original branch, not interrupted from studies, and not issued with a penalty that calls for dismissal from the University.
 - A transfer fee between the branches shall be collected from the student. It is returned to the student if the transfer request is rejected.
 - The transfer should be within the academic programme in which the student is registered. Otherwise, the student is directed to submit a transfer request to the other study programme according to fulfilling the admission requirements for the programme in the original branch, and then the transfer request is considered.
 - It is the responsibility of the student to secure the residence in the other country and the necessary entry visas, etc.
 - The student must settle any financial claims with the University in the original branch.
 - The student's academic file is sent from the original branch to the new branch upon joining the new branch to make the appropriate arrangements to complete the study.

- The student is informed of any other approved admission requirements for the branch he is transferring to in order to fulfill these conditions before or after joining, as the case may be.
- The tuition fees approved in the new branch shall be applied to the student after his transfer.
- After approval, the courses are calculated according to the following:
 - The courses he successfully passed in the original branch, which are in the student's plan in the branch he is transferring to, are credited to the student.
 - The courses he is exempted from are based on the results of the placement tests (CR) are transferred to the student's record in his new branch.
 - The conditions of special equivalencies in the country of the branch to which he is transferred are taken into account with regard to calculating the courses that have been equivalent in the original branch from which he was transferred.

Graduation

University degrees are awarded by a decision of the University Council based on the recommendation of the Examination Committee of the concerned deanship and the Central Examination Committee.

i. Bachelor's Degree:

- It is awarded after passing all courses required for graduation and included in the approved study plan of the programme, provided that the cumulative average is not less than two points.
- Unless the student completes the graduation requirements of the academic programme in which he is enrolled, he may be granted a statement, provided that he fulfills the conditions specified by the concerned deanship in this regard.

ii. Master's degree:

- It is awarded after passing all courses required for graduation, in accordance with the approved study plan for the master's degree in the relevant study programme.
- Obtaining a cumulative average of no less than three (3) points from the four-point scale.
- Succeeding in the comprehensive exam, or in the discussion of the thesis, as required.
- Any other requirements stipulated in the programme's study plan, University regulations and local accreditation requirements.